

**THE JUDICIARY  
STATE OF HAWAII**

**INVITATION FOR BIDS**

**BID PROPOSAL NO. J08255**

**TO FABRICATE, PRINT, STORE AND DELIVER  
TRAFFIC DISPOSITION FORMS  
FOR THE DISTRICT COURT OF THE FIRST CIRCUIT**

**MAY 2008**

## NOTICE TO OFFERORS

This solicitation is provided to you for information purposes. If interested in responding to this solicitation, you may choose to submit your offer on the downloaded document provided. **You must register** your company by fax or e-mail for this specific solicitation. If you do not register your company, you will not receive addenda, if any, and your offer **may be** rejected and not considered for award.

### Registration

Submit FAX or E-MAIL to:      FAX No.:      (808) 538-5802  
E-mail Address: [newton.t.sakamoto@courts.state.hi.us](mailto:newton.t.sakamoto@courts.state.hi.us)

### Provide the following information:

- |                       |                   |                          |
|-----------------------|-------------------|--------------------------|
| • Name of Company     | • Mailing Address | • Name of Contact Person |
| • Telephone Number    | • FAX number      | • E-mail Address         |
| • Solicitation Number |                   |                          |

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### INVITATION FOR BIDS NO. J08255

The Judiciary, State of Hawaii  
May 15, 2008

Competitive Sealed Bids to **Fabricate, Print, Store and Deliver Traffic Disposition Forms for District Court of the First Circuit, Judiciary, State of Hawaii**, will be received at:

The Judiciary, State of Hawaii  
Financial Services Division  
Kauikeaouli Hale  
1111 Alakea Street, 6<sup>th</sup> Floor  
Honolulu, Hawaii 96813

up to and will be opened at **2:00 P.M., H.S.T., on JUNE 4, 2008.**

Bids received after the date and time specified above or at a location other than the location specified above will not be considered. All proposals must be made on forms obtainable at the aforesaid place or from our website (<http://www4.hawaii.gov/jud>) go to: General Information, Business with the Judiciary) and must be in accordance with the accompanying instructions. Questions relating to this bid solicitation shall be directed to Mr. Newton Sakamoto, in the Contract and Purchasing Office, at (808) 538-5805, Fax (808) 538-5802, or email [newton.t.sakamoto@courts.state.hi.us](mailto:newton.t.sakamoto@courts.state.hi.us).



Janell Kim

Financial Services Administrator

Judiciary & SPO Website: May 19, 2008

## **TABLE OF CONTENTS**

<b>SECTION 1 - SPECIFICATIONS</b>	<b>1</b>
1.1 SCOPE OF WORK	1
1.2 DELIVERY	1
1.3 GENERAL SPECIFICATIONS	1
1.4 DETAILED REQUIREMENTS	1
<b>SECTION 2 - SPECIAL PROVISIONS</b>	<b>4</b>
2.1 SCOPE OF WORK	4
2.2 OFFICER-IN-CHARGE	4
2.3 TERM OF CONTRACT	4
2.4 OFFEROR QUALIFICATION	5
2.4.1 Experience	5
2.4.2 References	5
2.4.3 Local Representative	5
2.5 OFFER PREPARATION	5
2.5.1 Offer Form	6
2.5.2 Bid Price	6
2.5.3 Certification of Recycled Content	6
2.5.4 Samples	6
2.5.5 Proposal Guaranty	6
2.5.6 Hawaii General Excise Tax License	7
2.6 SAMPLE COPY	7
2.7 CONTRACT AWARD	7
2.7.1 Certificates	7
2.7.2 Tax Clearance	8
2.7.3 Certificate of Compliance	9
2.7.4 Certificate in Good Standing	10
2.8 CONTRACT EXECUTION	11
2.9 PERFORMANCE BOND	11
2.10 QUALITY OF PRODUCT	11
2.11 MODIFICATIONS	11
2.12 QUANTITY	12
2.13 PACKAGING	12
2.14 DELIVERY AND STORAGE	12
2.15 INSPECTIONS	13
2.16 PRINTING PREFERENCE	13
2.17 RECYCLED PRODUCT PREFERENCE	14
2.18 INVOICING AND PAYMENT	14
2.19 LIQUIDATED DAMAGES	15
2.20 AMENDMENTS	15
2.21 STRICT PERFORMANCE	16
2.22 CONFLICTS AND VARIATIONS	16
<b>SECTION 3 - OFFER FORM</b>	<b>OF-1</b>

### **ATTACHMENTS**

Certification of Recycled Content - SPO Form-8  
General Conditions dated 2/01  
Procedural Requirements dated 5/03  
Publication (Information on Hawaii State Taxes)

## SECTION 1 - SPECIFICATIONS

### 1.1 **SCOPE OF WORK**

Work included in this contract shall consist of fabricating, printing, storing and delivering TRAFFIC DISPOSITION FORMS for the District Court of the First Circuit. The Contractor shall be responsible for all costs for labor, equipment, materials, transportation, storage and other appurtenances necessary to provide such forms.

### 1.2 **DELIVERY**

Delivery of the forms shall be made within 8 weeks or sooner from the Notice to Proceed date to the address listed in Delivery and Storage Section of the Special Provisions.

### 1.3 **GENERAL SPECIFICATIONS**

The white, pink and yellow sheets (paper) **shall** be of recycled content as follows: minimum 30% post-consumer recovered material. The blue colored sheet (paper) **need not be of recycled content.**

### 1.4 **DETAILED REQUIREMENTS**

1. NUMBER OF SETS: 400,000 sets
2. NUMBER OF PARTS: 6-part form
3. INK: Black ink on the face of all sheets, and screened text in black ink on the back of sheets #1 and #3. All marginal words (Court Copy, Prosecutor etc.) to be printed in red ink.

4. STOCK:

Black image carbonless paper for all copies. Color, weight and type as follows:

<u>Sheet #</u>	<u>Color</u>	<u>Weight</u>	<u>Type</u>
1st	White	14.5 or 15	CB
2nd	Pink	14.5 or 15	CFB
3rd	White	14.5 or 15	CFB
4th	Yellow	14.5 or 15	CFB
5th	Blue	14.5 or 15	CFB
6th	White	13	CF

5. SIZE:

Overall size with perforations shall be 9 1/2" by 11". Form shall be 8 1/2" by 11" with perforations detached.

6. REGISTRATION:

All sheets in set must be registered.

7. COMPOSITION:

Every sheet must be printed as per negative. Sheets #1 and #3 will have printing on face and back.

Letter and numeric sizes as per negative. Forms must be spaced for computer printout of 10 characters per inch horizontal and 6 lines per inch vertical. **Negatives will be provided by Judiciary and must be returned to the Judiciary after completion of job.** Marginal words shall be centered at bottom of each page as follows:

<u>Sheet #</u>	<u>Description</u>
1st	Court Copy
2nd	Prosecutor
3rd	Defendant's Copy
4th	Clerk's Copy
5th	CSSB/DCP/DDE Copy
6th	Public Defender/Attorney's Copy

All marginal words are to be capitalize

8. CONSTRUCTION: Forms are constructed continuous, marginally punched, with all sheets perforated 1/2" from left edge and 1/2" from right edge. All sheets crimp locked at left and right margin. Crimp to be interspersed between feed track pin holes at least 7 crimps per set. Sample copies of the existing form are attached to aid Contractor in the construction of form.
9. PRINT SIZE: Print size as per negative.
10. FORM PREPARATION: All copies shall be clear and legible. Must be clean, absolutely free of confetti and the holes identically located on all copies of all set throughout each set of forms. Sides of the forms and any perforations must be free from lint or dust.
11. GENERAL: Forms must be manufactured with minimum tenting at the folds and must be compatible with the IBM 3203, 4230, 4237, 4247 and 4224 printers.

END OF SECTION

## **SECTION 2 - SPECIAL PROVISIONS**

### **2.1 SCOPE OF WORK**

Work included in this agreement shall be to FABRICATE, PRINT, STORE AND DELIVER TRAFFIC DISPOSITION FORMS FOR THE DISTRICT COURT OF THE FIRST CIRCUIT. All work shall be performed in accordance with these Special Provisions, the attached Specifications and General Conditions, dated February 2001, Procedural Requirements dated May 2003 attached hereto and by reference made a part hereof.

### **2.2 OFFICER-IN-CHARGE**

For the purpose of this agreement, Mr. Glen Yorimoto, Court Operations Specialist, is designated Officer-in-Charge. The telephone number at which he may be reached is (808) 538- 5123.

### **2.3 TERM OF CONTRACT**

The Contractor shall enter into an agreement to fabricate, print, store and deliver Traffic Disposition Forms for the District Court of the First Circuit. All work shall commence upon receipt of the Notice to Proceed and all forms shall be delivered to the appropriate locations (District Court and Contractor's Oahu warehouse) within 8 weeks or sooner from the Notice to Proceed date. The contract term shall include the storage of a portion of the forms for a period of one year commencing from delivery to the Contractor's warehouse and until 100% of the forms are delivered to the District Court. See DELIVERY AND STORAGE section of these Special Provisions.

## **2.4 OFFEROR QUALIFICATION**

### **2.4.1 Experience**

Offeror shall have at time of bid opening, a minimum of two (2) consecutive years printing experience in the State of Hawaii.

### **2.4.2 References**

Bidder shall list on the Offer Form at least three (3) references in the State of Hawaii other than the Judiciary, for whom offeror has performed printing that is similar in nature and volume to services specified herein, that will qualify offeror to perform the project. The Judiciary reserves the right to contact the references provided, and the Judiciary reserves the right to reject the offer submitted by any offeror who has not performed printing that is similar in nature and volume to services required in this bid or whose performance on other jobs for this type of service has been proved unsatisfactory .

### **2.4.3 Local Representative**

Offeror shall have and identify a local representative (in Hawaii) in order to qualify for bid. Local representative must have an office location in the State of Hawaii, from where he/she conducts his/her business during normal working hours and from where he/she will be accessible to requests or complaints. Local representative shall meet with the Judiciary and be available, accountable, and be responsible for the printing and delivery of the forms for the entire duration of job. Failure on the part of the Offeror to meet this requirement shall result in rejection of bid.

## **2.5 OFFER PREPARATION**

Any bid offering terms and conditions contradictory to those included herein shall be rejected without further consideration.

**2.5.1 Offer Form**

Offeror is requested to submit its offer under its exact legal name as registered with the Department of Commerce and Consumer Affairs, in the appropriate space(s), in the Offer Form. Failure to do so may delay proper execution of the contract. The authorized signature on page OF-4 shall be an original signature in ink, which shall be required before

**2.5.2 Bid Price**

Bid prices shall include all labor, materials, transportation, handling, all applicable taxes and all expenses necessary to furnish and store in an Oahu warehouse and deliver as needed. See DELIVERY AND STORAGE section of these Special Provisions.

**2.5.3 Certification of Recycled Content**

Offeror shall indicate in the space provided on the Offer Form whether a recycled product is being offered. If an "X" is not indicated in the space provided, it shall be presumed that a non-recycled product is being offered.

Offeror **shall** submit with the offer the attached SPO Form-8, State of Hawaii Certification of Recycled Content, certifying as to the recycled content of the white, pink and yellow paper, and signed by any official authorized to sign on behalf of the manufacturer and must be submitted with the bid.

**2.5.4 Samples**

Offer shall be accompanied by a sufficient number of samples of form ordered, or by a sufficient number of Offeror's current samples for other work using similar construction and/or specifications, for testing and acceptance.

**2.5.5 Proposal Guaranty**

A proposal guaranty is NOT required for this IFB.

### **2.5.6 Hawaii General Excise Tax License**

In accordance with Section 103-53.5, Hawaii Revised Statutes, offeror shall submit their current Hawaii General Excise Tax I.D. number in the space provided on the offer form.

## **2.6 SAMPLE COPY**

Sample copies of the existing form is enclosed. It shall be the offeror's responsibility to examine the form and further familiarize themselves with the amount and kind of work to be performed. No additional compensation will be made by reason of any misunderstanding or error regarding the traffic disposition form to be fabricated and printed or the amount and kind of work involved. Submission of offer shall be evidence that the offeror understands the scope of the project and will comply with the Specifications if awarded the contract.

## **2.7 CONTRACT AWARD**

Award, if any, shall be made to the responsive and responsible offeror submitting the **lowest Total Bid Price** or if applicable, an Evaluated Total Bid Price if an Offeror qualifies for any preference indicated in this IFB.

Evaluated bid price shall be based on the printing, binding and stationery work preference, and the recycled product preference, where applicable. The evaluated bid prices are for evaluation purposes only, and contract award shall be based on the actual price provided on the Offer Form.

### **2.7.1 Certificates**

Prior to the execution of the contract, the successful Offeror shall be required to submit copies of the documents listed below to demonstrate compliance with Section 103D-310(c), HRS. The documents should be applied for and submitted to the Judiciary as soon as possible. If a valid certificate is not submitted on a timely basis, an offer otherwise responsive and responsible

may not receive the contract.

**Hawaii Compliance Express.** Instead of separately applying for the required documents at the various state agencies, vendors may choose to use the Hawaii Compliance Express (HCE), which allows businesses to register online through a simple wizard interface at <http://vendors.ehawaii.gov/hce/splash/welcome.html> to acquire a “Certificate of Vendor Compliance.” The HCS provides current compliance status as of the issuance date. The “Certificate of Vendor Compliance” indicating that vendor’s status is compliant with the requirements of Chapter 103D-310(c), HRS, shall be accepted for **both contracting purposes and final payment**. Under Hawaii Law, Vendors must provide proof of compliance in order to receive a contract greater than \$25,000 with state and counter government entities in Hawaii. Vendors that elect to use the new HCE services will be required to pay an annual fee of \$12.00 to the Hawaii Information Consortium, LLC (HIC). Alternatively, vendors choosing not to participate in the HCE program will be required to provide the individual documents listed below.

#### **2.7.2 Tax Clearance**

Pursuant to §103D-328, HRS, the successful OFFEROR shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate is valid for six (6) months from the most recent approval stamp date on the certificate and must be valid on the date received by the Judiciary.

The Contractor is required to submit a tax clearance certificate for final payment on the contract. A tax clearance certificate, not over two months old, with an original green certified copy stamp, must accompany the invoice for final payment on the contract. The tax clearance application may be obtained from the following site:

<http://www.hawaii.gov/tax/2006/a6.pdf> or by Fax/Mail at (808) 587-7522 or 1-800-222-7572.

In addition to the tax clearance certificate, an original “Certification of Compliance for Final Payment” (SPO Form-22) will be required for final payment. A copy of the form is available at [www.spo.hawaii.gov](http://www.spo.hawaii.gov). Select “Forms for Vendors/Contractors” from the Procurement of Goods, Services and Construction - Chapter 103D, HRS, menu.

**2.7.3 HRS Chapters 383 (Unemployment Insurance), 386 (Workers’ Compensation), 392 (Temporary Disability Insurance), and 393 (Prepaid Health Care)**

Instructions are as follows:

Pursuant to §103D-310(c), HRS, the lowest responsive Offeror shall be required to submit a certificate of compliance issued by the Hawaii State Department of Labor and Industrial Relations (DLIR). The certificate is valid for six (6) months from the date of issue and must be valid on the date it is received by the Judiciary. A photocopy of the certificate is acceptable to the Judiciary.

The certificate of compliance shall be obtained on the State of Hawaii, DLIR *APPLICATION FOR CERTIFICATE OF COMPLIANCE WITH SECTION 103D-310(c), HRS, Form LIR#27* which is available at [www.hawaii.gov/labor/formsall.shtml](http://www.hawaii.gov/labor/formsall.shtml) or at the neighbor island DLIR District offices. The DLIR will return the form to the Offeror which in turn shall submit it to the Judiciary Contracts & Purchasing Office at 1111 Alakea Street, 6<sup>th</sup> Floor.

The application for the certificate is the responsibility of the Offeror, and must be submitted directly to the DLIR, and not the Judiciary. However, the certificate shall be submitted to the Judiciary.

**2.7.4 Compliance with Section 103D-310(c), HRS, for an entity doing business in the State**

**Hawaii Business.** A business entity referred to as a “Hawaii Business”, is registered and incorporated or organized under the laws of the State of Hawaii. As evidence of compliance, OFFEROR shall submit a *CERTIFICATE OF GOOD STANDING* issued by the Department of Commerce and Consumer Affairs, Business Registration Division (BREG). A Hawaii business that is a sole proprietorship, however, is not required to register with the BREG, and therefore not required to submit a certificate. An OFFEROR’s status as sole proprietor or other business entity and its business street address indicated on the Offer Form (OF-1) will be used to confirm that the OFFEROR is a Hawaii business.

**Compliant non-Hawaii Business.** A business entity referred to as a “compliant non Hawaii Business” is not incorporated or organized under the laws of the State of Hawaii but is registered to do business in the State. As evidence of compliance, OFFEROR shall submit a *CERTIFICATE OF GOOD STANDING*.

To obtain a *CERTIFICATE OF GOOD STANDING* go online to: [www.BusinessRegistrations.com](http://www.BusinessRegistrations.com) and follow the prompt instructions. To register or obtain a “*CERTIFICATE OF GOOD STANDING*” by phone, call (808) 586-2727 (M-F 7:45 a.m. to 4:30 p.m. HST). The “*CERTIFICATE OF GOOD STANDING*” is valid for six months from date of issue and must be valid on the date it is received by the Judiciary. Offerors are advised that there are costs associated with registering (\$25.00 - \$100.00) and obtaining a “*CERTIFICATE OF GOOD STANDING*” (\$25.00) from the DCCA.

**Timely Submission of all Certificates.** The above certificates should be applied for and submitted to the Judiciary as soon as possible. If a valid certificate is not submitted on a

timely basis upon award of a contract, an offer otherwise responsive and responsible may not receive the contract. Valid certificates may be submitted with their sealed proposals at the due date and time.

## **2.8 CONTRACT EXECUTION**

The successful offeror receiving award shall be required to enter into a formal written agreement with the Judiciary.

## **2.9 PERFORMANCE BOND**

A performance bond is NOT required for this contract.

## **2.10 QUALITY OF PRODUCT**

Work to be done shall be of a professional quality. Blank areas shall be clean and clear. Printing shall be legible, uniform in shade and shall have no inking irregularities. If the quality of the work is judged unsatisfactory by the Administrative Director of the Courts or his designee, it will be considered as non-performance of the contract in accordance with Section C.6 of the General Conditions. If any of the printed disposition forms are found to be defective or not in accordance to specifications, and the Judiciary determines that the replacement of the unusable forms are necessary, the Contractor will be required to print and deliver the equivalent number of forms that have been determined to be defective or unusable. The Contractor must print and deliver these forms within 45 calendar days at no additional cost to the Judiciary.

## **2.11 MODIFICATIONS**

Modifications may be made to the Specifications, Special Provisions or other parts of this agreement after formal bid opening if it is in the best interest of the Judiciary.

Before formal bid opening, Judiciary reserves the right to notify all offerors by an Addendum of any changes in Specifications or Special Provisions. If Judiciary does so,

Judiciary shall thereafter provide a reasonable time period for offerors to incorporate said changes into their offers.

## **2.12 QUANTITY**

Quantity listed herein is for the exact amount. Contractor must deliver the exact amount (400,000 sets), no overages or shortages. The Judiciary will not pay for any overages that the Contractor delivers. However, should there be a need to increase the total quantity prior to runoff, the price per thousand for the additional quantity shall be the same as or less than the price quoted in the Offer Form.

## **2.13 PACKAGING**

Forms shall be packaged in uniform sized cartons of high strength with appropriate shimming and containing 500 disposition forms per carton. Packing should be of such a nature that forms will not be damaged during shipment. All boxes shall be clearly marked on the side of the boxes with the appropriate form name and amount.

## **2.14 DELIVERY AND STORAGE**

The printed forms shall be delivered directly to the appropriate location within 8 weeks or sooner from the Notice to Proceed date.

The Contractor shall deliver an initial amount of 50,000 forms or 100 cartons of the disposition forms to the District Court, First Judicial Circuit's Computer Room, the remaining balance shall be delivered to their Oahu warehouse. The Contractor shall notify the Senior Computer Operator at (808) 538-5611 of the estimated date of delivery of the forms not less than five (5) working days prior to initial delivery. Contractor shall store the balance of the forms for the duration of the contract (one year) in an Oahu warehouse until delivery is requested. Offeror must indicate on Offer Form the name, address and telephone number of Oahu warehouse. The Computer Room Senior Operator will call for periodic deliveries of the forms in Contractor's warehouse on not more than 7 occasions over the

duration of the Agreement. All deliveries shall be made to the Computer Room within 5 working days after receipt of call from Computer Room Senior Operator.

Contractor shall be responsible for any damages to the forms up until actual delivery of the forms to the address listed below. Contractor shall replace or reimburse the Judiciary a prorated cost of the damaged forms.

The initial quantity of the printed forms shall be delivered to the address listed below with the balance being stored in Contractor's warehouse.

District Court, First Circuit  
Computer Room  
1111 Alakea Street, 1st Floor  
Honolulu, Hawaii 96813  
Phone: (808) 538-8911

## **2.15 INSPECTIONS**

All work done and all materials furnished shall be subject to inspection and approval by the Officer-in-Charge so as to ascertain that the services rendered are in accordance with requirements and intentions of the Specifications and Special Provision. The Officer-in-Charge may require additional information as necessary.

## **2.16 PRINTING PREFERENCE**

Section 103D-1003, Hawaii Revised Statutes, as amended, requires that all bids for printing, binding and stationery contracts for the State in which all work will be performed in-state, including all preparatory work, press work, bindery work, and any other production-related work, to include storage and shipping costs shall receive a fifteen percent preference for bid evaluation.

Where bids are for work performed in-state and out-of-state, then for the purpose of selecting the lowest bid submitted only, the amount bid for work performed out-of-state shall be increased by fifteen (15) percent. The lowest total bid, taking the preference into consideration, shall be awarded the contract unless the solicitation provides for additional award criteria. The contract amount awarded, however, shall be the amount of the price offered, exclusive of the preference.

No payment shall be made by the State for printing, binding or stationery work unless it appears that the work was done within the State or was authorized to be done outside the State pursuant to said Act.

The offeror shall indicate, in the space provided on the Offer Form, the location of the shop to be used in performing all of the work if awarded the contract.

#### **2.17 RECYCLED PRODUCT PREFERENCE**

As specified in the General Specifications, Offeror shall offer the white, yellow and pink paper as a recycled product.

A ten percent (10%) price preference for recycled product shall be given to the bidder who offers the entire form (including the blue colored sheet) in recycled paper of 30% post-consumer recovered material. To be considered as recycled product, **all sheets** of the form must be made of recycled paper. Offeror requesting a preference for recycled product shall list each recycled product offered on the attached SPO Form-8, Certification of Recycled Content and submit the form with the bid.

#### **2.18 INVOICING AND PAYMENT**

Contractor shall be remunerated upon satisfactory delivery of goods to the District Court, First Circuit Computer Room and Oahu warehouse as specified in Delivery and Storage section of these Special Provisions.

Contractor shall submit original and three copies of the invoice to the address listed below. The invoice for the forms in storage shall be accompanied by a storage slip, delivery receipt, or any other document showing the forms were delivered to the Oahu warehouse.

District Court of the First Judicial Circuit  
Fiscal Office, 9<sup>th</sup> Floor  
Kauikeaouli Hale  
1111 Alakea Street  
Honolulu, Hawaii 96813

In addition to a tax clearance certificate an original “*CERTIFICATE OF GOOD STANDING for FINAL PAYMENT*” (SPO Form 22) will be required for final payment. A copy of the form is also available at: <http://www2.hawaii.gov/StateFormsFiles/Form22.pdf>

## **2.19 LIQUIDATED DAMAGES**

It is mutually understood and agreed by and between the parties to the contract that time shall be of the essence in the performance thereof and that in case of failure on the part of the Contractor for any part or parts of the proposal to satisfactorily complete performance of any item in his contract within the time allowed, the Judiciary will be damaged thereby, and the amount of said damages being difficult, if not impossible, of definite ascertainment and proof, shall be estimated, agreed upon and fixed at the sum of FIFTY DOLLARS (\$50.00) for each and every calendar day the Contractor delays in completing any item of the contract after the required date of said completion. The total sum due for such delay, shall be deducted from any payments due or to become due to the Contractor.

## **2.20 AMENDMENTS**

The contract may be amended by the Judiciary and the Contractor for the purpose of curing any ambiguity, or of curing, correcting or supplementing any defective provisions contained therein, or in regard to matters or questions arising under the contract as may be deemed necessary, provided that any such changes or modifications shall be in writing signed by the Judiciary and the Contractor.

## **2.21 STRICT PERFORMANCE**

The parties, by the Agreement, recognizes that Judiciary has a right to insist upon strict performance by Contractor. Any failure by the Judiciary to insist upon strict performance of any provisions of the Agreement, or to exercise any right based upon a breach thereof, or the acceptance of any performance during any such breach, shall not constitute a waiver of any rights of Judiciary under the Agreement.

## **2.22 CONFLICTS AND VARIATIONS**

In the event of any conflict or variation between the provisions of this document entitled Special Provisions and the Specifications, the provisions of the document entitled Specifications shall control.

END OF SECTION

**SECTION 3**

**OFFER FORM**

**INVITATION FOR BIDS NO. J08255  
TO FABRICATE, PRINT, STORE AND DELIVER  
TRAFFIC DISPOSITION FORMS  
FOR THE DISTRICT COURT OF THE FIRST CIRCUIT**

OFFEROR: \_\_\_\_\_

Honolulu, Hawaii

\_\_\_\_\_, 2008

Financial Services Administrator  
The Judiciary, State of Hawaii  
Kauikeaouli Hale  
1111 Alakea Street, 6th Floor  
Honolulu, Hawaii 96813

Dear Sir:

The following offer is made to provide the service indicated in the following proposal schedule to the Judiciary, State of Hawaii, at the location(s) required in the specifications, all according to the true intent and meaning of the specifications hereinafter contained.

The undersigned states that he has carefully read and understands the proposal and the specifications for this contract, and that the Fiscal and Support Services Director reserves the right to reject any or all bids and to waive any defects when in his opinion such rejection or waiver will be for the best interest of the Judiciary.

The undersigned hereby proposes to **FABRICATE, PRINT, STORE AND DELIVER TRAFFIC DISPOSITION FORMS FOR THE DISTRICT COURT OF THE FIRST CIRCUIT**, in strict compliance with the Agreement, Specifications, Special Provisions, and General Conditions attached hereto and made a part hereof for the lump sum bid of:

\_\_\_\_\_ Dollars

(\$ \_\_\_\_\_).

TRAFFIC DISPOSITION FORMS:

	<u>Price per Thousand*</u>	<u>Quantity in Thousands</u>	<u>TOTAL BID PRICE**</u>
6-part continuous form			
Quantity: 400,000 sets .....		x <u>400</u>	= _____

**Recycled Product:**    Yes \_\_\_\_\_ No \_\_\_\_\_

- \*    Bid price shall be for the stated quantities. However, should there be a need to increase the total quantity prior to runoff, the price for the additional quantity shall be the same as or less than the stated price per thousand. Prices for quantities ordered thereafter during the remainder of the contract period may be negotiated with CONTRACTOR.
- \*\*    Total Bid Amount should agree with the Bid Price specified on page 1 of the Offer Form and shall include all applicable TAXES.

A. Name, address and phone number of Offeror's representative in Hawaii:

\_\_\_\_\_

B. Number of years of printing experience company has in the State of Hawaii: \_\_\_\_\_

C. References as requested in the Special Provisions:

<u>Company/Agency</u>	<u>Address</u>	<u>Person to Contact</u>	<u>Telephone</u>
-----------------------	----------------	--------------------------	------------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

D. Name, address and telephone number of Oahu warehouse.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Estimated number of weeks required for printing: \_\_\_\_\_

F. Estimated number of weeks required for delivery: \_\_\_\_\_

G. Bidder's attention is invited to Section 103D-1003 Hawaii Revised Statutes, for a complete statement of law regarding Hawaii Printing Preference. All work shall be performed at:

In-State \_\_\_\_\_ Out-of-State \_\_\_\_\_

\_\_\_\_\_  
(location of printshop)

The undersigned represents: **(Check ✓ one only)**

☐ A **Hawaii Business** incorporated or organized under the State of Hawaii; **OR**

☐ A **Compliant Non-Hawaii business** not incorporated or organized under the laws of the State of Hawaii, but registered at the State of Hawaii Department of Commerce and Consumer Affairs Business Registration Division to do business in the State of Hawaii and has a separate branch or division in the State that is capable of fully performing under the contract.

State of incorporation\_\_\_\_\_

Offeror is:

☐ Sole Proprietor    ☐ Partnership    ☐ Corporation    ☐ Joint Venture

☐ Other\_\_\_\_\_

If Offeror is a "dba" or a "division" of a corporation, please furnish the exact legal name of the corporation under which the contract, if awarded, will be executed:

\_\_\_\_\_

Federal I.D. No.\_\_\_\_\_

Hawaii General Excise Tax License I.D. No.\_\_\_\_\_

Payment address (other than street address below):\_\_\_\_\_

City, State, Zip Code\_\_\_\_\_

Business address (**Hawaii street address**):\_\_\_\_\_

City, State, Zip Code\_\_\_\_\_

Respectfully submitted,

Offeror: \_\_\_\_\_  
(Exact Legal Name of Offeror)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email Address: \_\_\_\_\_

**ATTACHMENT**

**STATE OF HAWAII**  
**CERTIFICATION OF RECYCLED CONTENT**  
(See Special Provisions)

Solicitation No.: \_\_\_\_\_

Title: \_\_\_\_\_

Issuance Date: \_\_\_\_\_ Opening Date: \_\_\_\_\_

Item No.	Product Name	Product Description	Manufacturer	Post-Consumer Recovered Material Content*	Recovered Material Content*

\*Post-consumer recovered material and recovered material content, as defined in §3-124-21, HAR, measured as percentage of total product weight. Attach manufacturer's specifications or certification, as required by §3-124-24(d), HAR. Recycled content measurements to be used for bid evaluation. If more space is required for product information, additional sheets may be attached.

I DECLARE THAT THE RECYCLED CONTENT HAS BEEN EXAMINED BY ME AND IS TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE AND CORRECT.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Date

**Recycled Content Certification**